



FIRST THINGS FIRST

The right system for bright futures

**Arizona Early Childhood Development and Health Board
4000 North Central Avenue, Suite 800
Phoenix, Arizona 85012**

Child Care Scholarships

**Request for Grant Application (RFGA)
FTF-MULTI-11-0302-00**

| | |
|-----------------------------------|---|
| Deadline | Grant Applications shall be submitted on or before 3:00 p.m. (Arizona MST) on June 17, 2010 at First Things First, 4000 North Central Avenue, Suite 800, Phoenix, Arizona 85012. |
| Procurement Guidelines | <p>In accordance with A.R.S §41-2701, competitive sealed grant Applications for the services specified within this document will be received by First Things First at the above-specified location until the time and date cited. Grant Applications received by the correct time and date will be opened and the name of each Applicant will be publicly read.</p> <p>Grant Applications must be in the actual possession of First Things First on or prior to the exact time and date indicated above. Telefaxed, electronic, or late grant Applications <u>shall not</u> be considered.</p> <p>Grant Applications must be submitted in a sealed envelope with the RFGA Number and the Applicant's name and address clearly indicated on the envelope.</p> <p>All Applications must be typewritten and a complete grant Application returned along with the offer by the time and date cited above. Additional instructions for preparing a grant Application are included within this document.</p> <p>Applicants are strongly encouraged to read the entire Request for Grant Application document carefully.</p> <p>It is the sole responsibility of Applicants to check the First Things First website for any changes to this RFGA, http://azftf.gov.</p> |
| Pre-Application Conference | No Pre-Application Conference will be held for this Request for Grant Application. |
| Special Accommodations | Persons with a disability may request reasonable accommodation such as a sign language interpreter by contacting the Grants and Contracts Procurement Specialist at grants@azftf.gov or via Fax (602) 265-0009. Requests should be made as early as possible to allow time to arrange the accommodation. |
| Contract Information | <p><u>Service</u>: First Things First Regional Funding</p> <p><u>Contract Type</u>: Cost Reimbursement</p> <p><u>Contract Term</u>: The effective date of this Contract shall be the date that the First Things First designee signs the Offer and Acceptance form or other official contract form (estimated August 1, 2010) and shall remain in effect until June 30, 2011, unless terminated, cancelled or extended as otherwise provided herein.</p> |
| Contact Information | <p>Grants and Contracts Procurement Specialist</p> <p>First Things First</p> <p>Fax: (602) 265-0009</p> <p>Email: grants@azftf.gov</p> |



FIRST THINGS FIRST

The right system for bright futures

CERTIFICATION

TO THE STATE OF ARIZONA, ARIZONA EARLY CHILDHOOD DEVELOPMENT AND HEALTH BOARD:

If awarded a grant, the Undersigned hereby agrees to all terms, conditions, requirements and amendments in this request for grant Application and any written exceptions, as accepted by the Arizona Early Childhood Development and Health Board in the Application.

APPLICANT OFFER

Arizona Transaction (Sales) Privilege Tax License No.: _____ Name of Point of Contact Concerning this Application: _____

_____ Name: _____

Federal Employer Identification No.: _____ Phone: _____ Fax: _____

_____ E-Mail: _____

_____ Signature of Person Authorized to Sign Offer

_____ Printed Name

_____ Title

By signature in the Offer section above, the Applicant certifies:

1. The submission of the Application did not involve collusion or other anti-competitive practices.
2. The Applicant shall not discriminate against any employee or Applicant for employment in violation of Federal Executive Order 11246, State Executive Order 99-4 or A.R.S. §41-1461 through §1465.
3. The Applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

ACCEPTANCE OF APPLICATION

The Application is hereby accepted. The Applicant is now bound to perform as stated in the Applicant's grant Application as accepted by the Arizona Early Childhood Development and Health Board and the Request for Grant Application document, including all terms, conditions, requirements, amendments, and/or exhibits.

This grant shall henceforth be referred to as Grant No. FTF-MULTI-11-0302-

Arizona Early Childhood Development and Health Board,
Awarded this _____ day of _____, 20____

Jeanne Weeks, Grants and Contracts Procurement Specialist

Request for Grant Application Table of Contents

| | |
|--|---------|
| What is the Arizona Early Childhood Development and Health Board (First Things First)? <ul style="list-style-type: none"> • What is the Funding Source? • Who is Eligible to Apply for this Funding Opportunity? • What is the Total Amount of Funding Available in this RFGA? | Page 5 |
| Scope of Work: What Will This Grant Fund? | Page 7 |
| How Will the Applications be Evaluated? | Page 15 |
| Application: Responding to the Scope of Work <ul style="list-style-type: none"> • Executive Summary • Capacity for Addressing the Needs • Strategies • Implementation (Implementation Plan and Budget) • Evaluation | Page 15 |
| Instructions to Applicants | Page 18 |
| Terms and Conditions <ul style="list-style-type: none"> • First Things First Special Terms and Conditions • State of Arizona Uniform Terms and Conditions | Page 23 |
| Checklist | Page 34 |
| Attachments <ul style="list-style-type: none"> • To be completed and submitted with your Application | Page 36 |
| Exhibits | Page 53 |

What is the Arizona Early Childhood Development and Health Board (First Things First)?

In November 2006, Arizona voters passed Proposition 203, also known as **First Things First**, a citizen's initiative that funds quality early childhood development and health at the state and local level. The Proposition created a new state level board known as the Arizona Early Childhood Development and Health (AzECDH) Board, also known as the Board of First Things First, and the Regional Partnership Councils.

First Things First Mission

The mission of First Things First is to increase the quality of, and access to, early childhood programs that will ensure a child entering school arrives healthy and ready to succeed. This mission will principally be achieved through regional grants tailored to the specific needs and characteristics of the communities that the regions serve, with a focus on demonstrating improved outcomes around First Things First's six goal areas prioritized by the challenges the regions face. This mission is also accomplished through statewide initiatives that have been prioritized by the Board of First Things First.

This statewide policy and regional perspective are critical to the success of the First Things First mission. Early childhood development and health system initiatives from First Things First will be coordinated through statewide initiatives and regional priorities.

First Things First Goal Areas

The First Things First initiative specifies that programs undertaken by the Arizona Early Childhood Development and Health Board and the Regional Partnership Councils are to accomplish one or more of the following Goal Areas:

- Improve the quality of early childhood development and health programs.
- Increase the access to quality early childhood development and health programs.
- Increase access to preventive health care and health screenings for children through age five.
- Offer parent and family support and education concerning early childhood development and literacy.
- Provide professional development and training for early childhood development and health providers.
- Increasing coordination of early childhood development and health programs and provide public information about the importance of early childhood development and health.

What is the Funding Source?

The First Things First initiative provides for the distribution of funding through both statewide and regional grants.

Of the monies expended in a fiscal year from the First Things First program account, no more than ten percent may be used to fund statewide grants or programs. Statewide programs are considered those implemented across regional boundaries and are designed to benefit Arizona's children as a whole.

This Request for Grant Application is specifically dedicated to funding regional programs. Regional funding is based on the approval of the Regional Partnership Council funding plans submitted to the Board of First Things First.

Who is Eligible to Apply for this Funding Opportunity?

First Things First awards grants to:

- Non-profit 501 (c) (3) organizations providing services in Arizona (both secular and faith-based)
- Units of Arizona government (local, county and state entities as well as schools and school districts)
- Federally recognized Tribal governments or entities providing services within Arizona
- Arizona institutions of higher learning (colleges and universities)
- Private organizations providing services in Arizona

All potential Applicants must demonstrate organizational, fiscal and programmatic capacity to meet the requirements described in the scope of work listed in this RFGA.

What is the Total Funding Amount Available in this Request for Grant Application?

This is an eleven (11) month contract for the fiscal year ending June 30, 2011 with an option for renewal for two (2) additional twelve (12) month periods. Total funds available are approximately \$9,000,000 for the first funding period. First Things First reserves the right not to award the entire amount of available funds or to award an amount that is greater than the posted available funds. Renewal will be contingent upon satisfactory contract performance, evaluation and availability of funds. One award will be made.

First Things First Goals and Key Measures Addressed in this Grant Application

This Request for Grant Application is seeking Applicants to address these specific Goals and Key Measures:

First Things First Goal Area to be addressed:

- Quality and Access

First Things First Goals to be addressed:

- First Things First will increase availability and affordability of early care and education settings.
- First Things First will improve access to quality early care and education programs and setting.

First Things First Key Measures to be addressed:

- Total number of children enrolled and vacancies in regulated early care and education programs as a proportion of total population of children birth through five
- Current cost of early care and education for families as a proportion of the median income for a family of four

For more information on First Things First Goal Areas, Goals and Key Measures, please visit: http://www.azftf.gov/WhatWeDo/Impacting/Documents/azftf_Strategic_Road_Map2008.pdf

Scope of Work: What Will This Grant Fund?

Strategy Overview

Every young child in Arizona should have equal opportunity for high-quality early care and education, which promotes their social, emotional, cognitive and physical development. Neuroscientists, economists and educators are aligned in identifying that early care and education beginning at birth is an investment that pays dividends as children enter kindergarten and move through the early elementary grades, transition to college and career, and become adult citizens in their community. Early care and education may take place in the family home environment, in informal family, friend and neighbor community settings, and in more formalized programs provided in centers, schools and home-based settings. Families that choose early care and education programs for their children do so for a variety of reasons, and should have options for programs that are high quality; provide choices for part-day or full-day, part-year or full-year; available where families live and work; and, are affordable and within reach of family budgets.

First Things First unequivocally recognizes quality, access and affordability as the essential elements of an early care and education system. Quality, access and affordability are inextricably linked: the combination of all three must be included in a comprehensive model that offers access for families to affordable, programs that provide quality early childhood experiences for their young children.

Child care scholarships have proven to be an effective tool in Arizona to help families access affordable, quality early care and education. Scholarships ensure a stable, safe and quality experience for young children, and provide more sustainable funding as part of a comprehensive financing model for the early care and education system.

Target Population

Young children from birth through age five and not yet in kindergarten that live in families with incomes at or below 200 percent of the Federal Poverty Level (unless otherwise specified by particular regions).

Geographic Boundaries

First Things First will fund the successful applicant to be the Administrative Home for First Things First Child Care Scholarships. The Administrative Home will function under the direction of First Things First to administer the program in collaboration with the 17 First Things First Regional Partnership Councils funding scholarships. The successful Applicant must have the ability to administer and expand the program should additional First Things First Regional Partnership Councils choose to fund this strategy in their regions.

Assessment of Need

Currently, over 53 percent of Arizona's children under the age of six reside in families with incomes at or below 200 percent of the Federal Poverty Level. Without sufficient resources, low-income families often lack the opportunity to choose higher quality early care and education options for their children compared with their more affluent counterparts.

Recognizing that all children deserve access to high quality early care and education experiences, First Things First designed a child care scholarship strategy to give families more choice in selecting child care providers by making quality early care and education more affordable. Child care scholarships are defined as payments to an early childhood provider, either center- or family-based, for the full or partial cost of care based on formula funding using data from the "Market Rate Survey (MRS)" as defined by the Department of Economic Security (DES). The rates identified in the MRS indicate the amount charged for care per age group, setting and attendance status in different districts of the state at a given point in time. For FY2011, scholarship rates are based on the 2008 Market Rate Survey. The per child formula funding is based on an identified daily rate (by setting and age of child) for five days per week for 50 weeks per year (i.e. Daily MRS x 5 x 52).

Child care scholarships will be implemented according to the attached Standards of Practice (Exhibit A) which serves as an integral document to the implementation of First Things First child care scholarships.

Implementation Requirements

First Things First will contract with an administrative home to implement child care scholarships. Payments will be made to early care and education providers throughout the state who meet the eligibility criteria related to quality, which is noted under the

Implementation Strategy section in this document. Scholarships will be provided for children from families whose household income falls at or below 200 percent of the most recently published Health and Human Services Federal Poverty Guidelines unless otherwise determined by a specific region.

The administrative home must demonstrate the following factors that are critical to the success of this strategy:

1. **Statewide Reach:** The child care scholarships specified in this Scope of Work will be administered through qualified providers in First Things First regions across the state. The administrative home must have the ability to work with providers statewide.
2. **Capacity and Urgency:** The First Things First scholarship strategy will be implemented during FY2011. The availability of funding, along with need in participating regions, will determine whether and in what form the program is implemented. Based on anticipated funding of around \$9,000,000, the child care scholarships will serve an estimated 1,200 children in more than 17 regions. Approximately 200 providers statewide will participate in the strategy included in this Scope of Work. The capacity of the administrative home to quickly transition from previous scholarship strategies and implement the program in a timely manner, while maintaining transparency and accountability, are paramount to successful implementation of the child care scholarships.
3. The administrative home must have the business capacity to recruit providers, develop individual binding agreements with providers, issue a federal form 1099 to each provider and require documentation of all information related to family eligibility, provider reporting, scholarship amounts, and reimbursement requests. In addition, the administrative home is required to assure accountability through mechanisms such as random record audits.
4. Regional strategies may differ somewhat from one another, primarily in terms of the target population and the scholarship amounts. The administrative home is required to allow for and support flexibility across regions to best meet the individual needs of those regions. (See Exhibit E for estimated regional contributions)
5. **Experience:** The administrative home should demonstrate sufficient experience in funding community-based providers by varying types and sizes including small and group home family providers, nonprofit providers, for profit providers, and other early care and education providers.
6. **Amenable to Change:** First Things First is in the process of analyzing its quality, access and affordability strategies. With input from stakeholders across the state, the First Things First Board of Directors is likely to approve changes to the scholarship strategy. These changes will be implemented to align scholarships more closely with other First Things First strategies to further build on efforts to create a comprehensive system of quality early care and education in Arizona. Changes may include, but are not limited to, rebranding the scholarships, implementing the use of a sliding scale for family fees, and altering the funding formula. These changes will begin in FY2012, with preparations for implementation occurring in FY2011.

7. Communications and Public Relations: The administrative home must coordinate closely with First Things First regarding communications and public awareness. First Things First will establish all messaging guidelines for this strategy.
8. Reasonable Budget: It is the desire of First Things First to support the infrastructure of the administrative home to implement these strategies efficiently and effectively while maximizing the funding amount that supports access to affordable early care and education for families in Arizona.
9. Expansion of Project: Regional Partnership Councils have the ability to invest additional resources in the specified access and affordability strategies above the amount and number of councils identified in this Scope of Work. The administrative home is expected to administer additional funds, possibly in additional regions, when this occurs.
10. Meeting Attendance: The administrative home is required to attend quarterly coordination meetings with First Things First to assure efficient and professional implementation. Training and other meetings will require travel throughout the state. All travel-related costs should be included in the budget and calculated using the State of Arizona travel policy as described on the budget narrative worksheet.
11. Service Numbers: A total of approximately \$9,000,000 is available for child care scholarships. First Things First prefers to make one award for the administrative home, although that home may be comprised of a consortium of agencies with a similar organizational structure. The estimated service number for child care scholarships is 1,200 distributed among 200 providers.

Implementation Strategy

Provider Participation: Successful implementation of these strategies will include the need to coordinate with First Things First to recruit centers and homes to participate. First Things First supports both high-quality and improvement of quality in the development of an early care and education system for children birth through age five. In alignment and support of this value, First Things First requires that participating early care and education programs (centers or homes) meet the following criteria:

- Program provides early care and education services to children birth through age five
- Program is regulated and in good standing with appropriate certifying, licensing or regulatory authority
- Program demonstrates a commitment to quality by one of the following:
 - Is enrolled as a Quality First participant, actively working towards quality improvement
 - Is accredited by one of the National Accreditations² recognized also by the Arizona Department of Education and the Arizona Department of Economic Security
 - Has applied for Quality First (improvement or rating, when available) and does not decline an opportunity to participate.

In addition to meeting the eligibility criteria, selection for provider participation may be based on the following or other identified regional priorities:

- Geographic representation throughout each regional council area (the location of the provider, not the location of the families receiving scholarships)
- Centers and homes that offer full-day, full-week, year-round services to meet the needs of families
- Centers and homes that serve specific subpopulations (e.g., infants and toddlers, children ages three through five, children with special needs, teen parents, etc.)
- Exceptions to identified priorities will be determined by the administrative home in conjunction with First Things First to further the goals of this strategy and meet the needs of particular regions.

Accountability and Documentation: Successful implementation of this strategy will necessitate a high level of accountability and documentation.

1. Copies and documentation of family eligibility for scholarships is required and must be maintained at the provider level. Documentation must include any of the following: current pay stubs, written statement from employer, documentation of current receipt of public assistance such as KidsCare, Food Stamps, Free and Reduced Lunch Program, etc. If unemployed, a letter from previous employer whenever possible is required. For those who are self employed, the most recent Individual Income Tax Form 1040, Form 1099, or W-2 forms are required.
2. Provider Selection Process: Regional Councils will provide direction regarding regional priorities, where applicable.
3. Number of child care scholarships funded per provider:
 - a. Child care scholarships will be allocated based on Regional Partnership Council resources. Maximum numbers of scholarships are based on the size of the provider, as follows:
 - i. Small Family Child Care Homes shall not exceed two scholarships
 - ii. Family Group Homes shall not exceed four scholarships
 - iii. Small Centers (enrollment up to 50 children at any given time within the past 30 days) shall not exceed ten scholarships per center
 - iv. Medium Centers (enrollment of 51 to 150 children at any given time within the past 30 days) shall not exceed 15 scholarships per center.
 - v. Large Centers (enrollment of 151 or more children at any given time within the past 30 days) shall not exceed 20 scholarships per center
 - vi. Any exceptions to this policy, including expanding the number of available scholarships to particular providers, shall be determined by the administrative home in consultation with First Things First and based on the goals of this strategy and the needs of the region that is funding the scholarships.

- b. Participating providers must agree to fill all scholarship vacancies and are accountable for maintaining 90 percent enrollment, at minimum, throughout the contract period. When vacancies occur, the provider must immediately fill the vacancy with an eligible child.
 - i. In order to ensure full enrollment, each provider shall develop and maintain a waiting list to assure that eligible children enter the program as vacancies occur. The provider may wish to contact the Child Care Resource and Referral to fill vacant enrollments.
 - ii. Providers that consistently fail to maintain enrollment requirements are subject to a reduction in the maximum number of available scholarships assigned to them, or they may request a reduction due to decreased demand through the administrative home.
 - iii. Continued under-enrollment may result in the discontinuation of program participation and payment.
 - c. Attendance: In instances of chronic absenteeism by a child, individual circumstances will be assessed and a decision made in conjunction with First Things First staff as to whether a scholarship will be terminated or continued due to extenuating circumstances.
- 4. Payment – A provider may not be reimbursed for more than their customary rate. That is, the scholarship amount alone or in combination with a parent copayment or any other funding source cannot exceed the provider’s usual and customary rate.
- 5. From July 1, 2010 – June 30, 2011, child care scholarships may not be used to replace or supplant other funding sources including, but not limited to, DES, Head Start, or other public or private scholarship programs. This policy may be modified by First Things First, in discussion with the administrative home, in preparation for scholarships implemented beginning July 1, 2011.
- 6. The administrative home will develop a policy for instances when a participating home or center discontinues business or fails to participate in data submission requirements, proper record keeping or other program requirements.
- 7. Copayments – Scholarships should reduce, not eliminate the parent contribution, by establishing an affordable rate for families that, ideally, would not exceed 10 percent of their gross income.
- 8. Reimbursements – Scholarships are provided through a funding formula. Each enrolled provider is assigned a specific number of scholarships targeting particular age groups of children. The formula is set based on an identified daily rate (tied to the Arizona Department of Economic Security Child Care Market Rate Survey) per scholarship assigned. That rate is multiplied by 250 (representing 5 days per week multiplied by 50 weeks) for a full 12 month period. Scholarships implemented for less than one year are prorated to adjust for the number of months services are provided. For example, a daily rate of \$25 x 250 = \$6,250 annually or \$520.83 per month. A nine-month scholarship would be \$520.83 x 9 months or \$4,687.50.
 - a. Providers are paid on a monthly basis for the total number of allotted scholarships. Payment to participating providers will occur during the third week of the month following the provision of service.

- b. Providers may provide one scholarship to two children if the children are attending only on a part-day basis and the combination of the two children does not exceed one full scholarship.
- 9. Appeals process – The administrative home will develop an appeals and resolution process for providers and families who have complaints or grievances.

Family Participation: Child care scholarships are available to families earning 200 percent or less of the most recently published Federal Poverty Guidelines, unless otherwise specified by a regional council. The maximum number of scholarships available to any family is two. First Things First and the administrative home will consult regarding any exceptional circumstances for potential exemptions to this limit. Families will complete a simple application designed specifically for this strategy that includes, at minimum, the following: Name of Parent(s) or legal custodian of child(ren), Name of Child(ren), Age of Child(ren), Address, Telephone Numbers, Income (documentation to be attached), Validation of Citizenship or Legal Residency of Child(ren), and a Signed Declarative Statement as to the truth and accuracy of the information, Signature, Date.

Standards of Practice

The full Child Care Scholarship Standards of Practice is included as Exhibit A.

Coordination

Coordination and collaboration among early childhood service providers is critical to developing a seamless service delivery system for children and families. Through coordination and collaboration, organizations may identify how they can change the way they work together so services are provided to children and families in new, more effective and efficient ways. Through coordination and collaboration, services are often easier to access and implemented in a manner that is more responsive to the needs of families. Coordination and collaboration may also result in greater capacity to deliver services because organizations are working together to identify and address gaps in service.

In order to promote regional and statewide service coordination First Things First grantees may be requested to participate in regional and statewide meetings. First Things First staff and Regional Councils will identify these additional coordination and collaboration opportunities. To ensure the capacity to participate in these activities, Applicants should plan the appropriate staffing and budget to support travel to and attendance at additional meetings. All travel related costs for these trainings and meetings should be included in the Applicant's budget.

First Things First Evaluation and Program Specific Data Collection

Successful Applicants agree to participate in the First Things First evaluation and any program specific evaluation or research efforts. All successful Applicants will receive data reporting

requirements from First Things First and will meet the requirements of the evaluation including, but not limited to, timely and regular reporting and cooperation with all First Things First evaluation activities. Timely and regular reporting of all performance and evaluation data includes the electronic submission (through First Things First secure web portal known as PGMS) of data identified in data reporting templates (provided after the First Things First general orientation).

First Things First reporting requirements are aligned with the Goals, Key Measures, and Performance Measures identified in this Scope of Work. The purpose of the First Things First data submission is to determine the extent to which the program has accomplished the stated goals and key measures, through reporting on program implementation as well as program outcomes (as appropriate and identified in the performance measures).

Successful Applicants are required to collaborate with the First Things First longitudinal evaluation. The provider must participate in child assessment activities associated with the longitudinal evaluation including tracking and reporting to First Things First data pertaining to participant attendance, enrollment, and demographic information; all of this data must be maintained in a secure and confidential manner. In addition, Applicants agree to allow First Things First and evaluation consultants of First Things First to observe program activities on site and obtain parent consent for data collection related to evaluation efforts.

First Things First Performance Measures determine the key impacts of the implemented strategies, programs and approaches. Applicants will collect and report data to First Things First on the progress toward achieving the Performance Measures. All successful Applicants will receive training on specific reporting requirements. Reporting requirements will be detailed and specific and aligned with the performance measures. Data must be submitted in its raw form (e.g., number of children served/proposed service number = 52 actual children served/50 proposed service number). Based on specific strategic objectives, data will be reported for subgroups. For example, one group of strategies may require reporting the number of children from birth through five, whereas other strategies will need to report numbers broken down to number of infants, toddlers, and preschoolers. Additional examples include the type of early care provider or enrollment status such as:

- Licensed or certified with the Arizona Department of Health Services or Department of Economic Security
- Accredited by a national accreditation body recognized by the Department of Education and Department of Economic Security
- Regulated by Tribal authorities, Family enrollment status: Newly enrolled, continuing enrollment, or disenrolled

Performance measures for this Scope of Work are as follows:

- Number of providers receiving scholarships/number of providers recruited
- Number of families receiving scholarships/proposed service number
- Number of children receiving scholarships/proposed service number
- Cost to parents/proposed target number

- Number of parents reporting satisfaction (minimum questions provided by First Things First staff)/strategic target number

How Will Applications be Evaluated?

The review committee will evaluate Applications and recommend those for an award based on the following criteria:

- Capacity of the Applicant for Addressing Needs (25%)
- Proposed Program or Strategy (25%)
- Implementation Activities (25%)
- Resource and Budget (15%)
- Evaluation Plan (10%)

Those Applicants not selected for funding will be notified in writing; however, pursuant to A.R.S. §41-2702 (E), all Applications shall not be open for public inspection until after grants are awarded. A.R.S. §41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

Application: Responding to the Scope of Work

To complete your Application, restate each of the questions numbered one through 26 and then provide a narrative response to each item unless noted. If the item requires a completed attachment, please reference that attachment within the narrative response when indicated.

Executive Summary (required – 1 page overview)

1. Provide a one (1) page narrative overview of the proposed project that includes a brief summary of the program or strategy, how it will be implemented, and the Applicant's capacity to implement this program and how success and outcomes will be measured.

Capacity for Addressing the Needs (25%) – 5 page limit, excluding Attachments

This component creates a foundation for the proposal by focusing on: meeting the needs and building on assets; other individuals or groups who will play a role in the development or implementation of the program; and the capacity of the Applicant to meet the need and deliver the services.

Applicants must address Capacity for Addressing the Needs by completing the following questions and attachments, when applicable:

2. Identify any additional needs and assets data that supports the need/gap in service for the proposed program/strategy. Identify the sources of the data and how that data was collected.
3. Complete the First Things First Standard Data Collection Form (Attachment A). No additional narrative is required.
4. Provide a brief narrative description of your organization's capacity to address the needs and improve assets with similar programs previously implemented on a state-wide level.

Provide examples of experience implementing related programs and the outcomes of those programs. It should be noted that past performance on any grants might be taken into consideration in evaluation of your proposals. (In addition to the narrative, please complete Applicant's Experience, Attachment B.)

5. In order to implement the program or strategy, what capacity or infrastructure building will be needed? Describe any external agency partnerships, additional resources, establishing or strengthening relevant relationships with consultants or providers necessary for success implementation of the program or strategy.
6. Provide a brief narrative description of staff accountabilities and qualifications and list how much time each person will spend on the project. Further, describe how staff recruited will be geographically, culturally and linguistically responsive to the settings in which they work. In addition, complete Attachment C, Key Personnel Overview. You must also attach resumes for key individuals involved in the project or job descriptions for positions to be filled.
7. Provide a narrative description of the coordination and collaboration activities in which the organization is currently involved. What benefits has the organization realized as a result of participating in these coordination and collaboration activities? What benefits have service participants realized as a result of these activities?
8. Describe any additional coordination and collaboration activities that will occur as part of the implementation of the proposed strategy/program. What agencies/partners do you anticipate involving in these activities?

Strategies (25%) – 5 page limit, excluding Attachments

This component identifies and describes the Applicant's program/strategy(ies) chosen to reach the stated Goals and Key Measures and also addresses the targeted individuals or groups to be reached.

Applicants must address the strategy(ies) by completing the following questions:

9. Provide a concise and descriptive narrative of the strategy(ies) being proposed. This description should also describe how the Goal Area, Goals, and Key Measures will be improved by the proposed strategy(ies). This narrative description should match your implementation plan (Attachment D) and describe what is being proposed.
10. Describe the target population to be served by the identified program, be as specific as possible, and include targeted service numbers. Describe how the proposed strategy(ies) applies to the target population and how the strategy(ies) is culturally competent, age appropriate, and gender responsive.
11. Describe your organization's professional knowledge of the target population.
12. Describe how the target population will be recruited. Identify outreach, engagement and retention practices for providers/families. Please describe how you will address families and providers that want to be included in the strategy but funding limitations make their participation impossible.
13. Describe the plan to provide services across all the state including family and provider application processes, contracting processes and auditing practices.

Implementation

This component focuses on the steps that must be taken to put the strategy(ies) into action. It should include all the elements that will be required to operationalize the program.

Applicants must address Implementation Activities and Budget by completing the following questions:

Implementation Activities (25%) – 5 page limit, excluding Attachments

14. Sequentially list the activities needed to operationalize the strategy(ies), including timelines and responsibilities using Attachment D, Implementation Plan. Any narrative necessary to describe the Implementation Plan should be included with Question 9.
15. Describe any anticipated barriers to implementation and your plans to overcome those barriers.
16. Is there specific training that might be needed for existing and/or new staff. Describe how and when this training will be delivered and how the training will enhance professional development of staff specific to this project. This should also be included in the implementation plan (Attachment D).

Budget (15%)

The budget and budget narrative should provide a clear and concise explanation of the methods used to determine the amounts for each line item in the proposed program budget. All budget forms must be signed by an authorized agency representative.

17. Submit the Funds Requested Form (Attachment E). No additional narrative is required.
18. Submit the Line Item Budget (Attachment F) using only the budget categories listed on the form. No additional narrative is required.
19. Submit the Budget Narrative (Attachment G) using only the budget categories listed on the form.
20. Submit the Disclosure of Other Funding (Attachment H). This list should include all other sources of funding currently received from other State or public agencies, Federal agencies, non-profit organizations and other sources that will be applied to the proposed program/strategy(ies). Note that statute A.R.S. §8-1183 provides for a prohibition on supplanting of state funds by First Things First expenditures, meaning that no First Things First monies expended are to be used to take the place of any existing state or federal funding for early childhood development and health programs.
21. Describe your organization's business management system by completion of the Financial Systems Survey. Attach the Financial Systems Survey (Attachment I) to capture basic financial system/operational information to assess financial capacity early in the process. No additional narrative is required. As noted in the financial system survey, you are required to submit a complete copy of the most recent audited, reviewed or compiled financial statements as well as management letters and a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. NOTE THAT ONLY ONE COPY OF EACH OF THESE DOCUMENTS NEEDS TO BE INCLUDED WITH THE APPLICATION MARKED "ORIGINAL".

Evaluation Plan (10%) – 5 page limit, excluding Attachments

This component will address questions about how the program is working and what can be done to make the program more effective. The evaluation plan should be directly connected to the Goals, Key Measures, and Performance Measures and should determine the extent to which the program has accomplished the stated goals and key measures. The evaluation should also measure implementation fidelity by assessing which activities were implemented and the quality, strengths and weaknesses of the implementation.

Applicants must include a plan for Evaluation and Quality Improvement by completing the following questions.

22. Describe any additional program evaluation activities or data collection that will be undertaken during the implementation of the proposed strategy.
23. Who will have overall responsibility for the data collection and reporting? Be sure to include this person in your Key Personnel Overview (Attachment C).
24. How will the required data be collected? Describe how you will ensure that data entered into the First Things First web-based database after it has been collected is accurate and timely. What procedures will be in place to assure the quality of your data (e.g., training for data collectors, data collection forms, timeliness for administering tools, etc.)?
25. Complete the Evaluation Plan Overview table in Attachment J.
26. What resources (e.g., personnel, supplies, computer, etc.) will be needed to complete necessary activities related to the quality data input and data collection of the program? In addition to a narrative description, the funds dedicated to evaluation should be reflected in the budget.

¹ Market Rate Survey. <https://egov.azdes.gov/cmsinternet/appreports.aspx?Category=136&subcategory=426>

² American Montessori Internationale; National Association for the Education of Young children; The National Early Childhood Program Accreditation Commission; Association for Christian Schools International; American Montessori Society; National Accreditation Commission for Early Care and Education. For home-based child care: National Family Child Care Association; Council for Professional Development

Instructions to Applicants

A. Inquiries

1. Duty to Examine. It is the responsibility of each Applicant to examine the entire RFGA, seek clarification in writing (inquiries), and examine its' Application for accuracy before submitting the Application. Lack of care in preparing an Application shall not be grounds for modifying or withdrawing the Application after the Application due date and time, nor shall it give rise to any Contract claim.
2. RFGA Contact Person. Any inquiry related to an RFGA, including any requests for or inquiries regarding standards referenced in the RFGA shall be directed solely to the RFGA contact person. The Applicant shall not contact or direct inquiries concerning this RFGA to any other State employee unless the RFGA specifically identifies a person other than the RFGA contact person as a contact.
3. Submission of Inquiries. The Grants and Contracts Procurement Specialist identified in this RFGA, who is the contact for all inquiries except at the Pre-Application Conference, requires that an inquiry be submitted in writing. Any inquiry related to the RFGA shall refer to the

appropriate RFGA number, page and paragraph. Do not place the RFGA number on the outside of the envelope containing that inquiry, since it may then be identified as an Application and not be opened until after the Application due date and time. Electronic inquiries are acceptable. First Things First shall consider the relevancy of the inquiry but is not required to respond in writing.

4. Timeliness. Any inquiry or exception to the RFGA shall be submitted as soon as possible and should be submitted at least seven days before the Application due date and time for review and determination by First Things First. Failure to do so may result in the inquiry not being considered for an RFGA Amendment.
5. No Right to Rely on Verbal Responses. An Applicant shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the RFGA.
6. RFGA Amendments. The RFGA shall only be modified by a formal written RFGA amendment. Formal written amendments are posted on the First Things First website, www.azftf.gov. It is the sole responsibility of the Applicant to check the website regularly.
7. Persons with Disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the RFGA contact person. Requests shall be made as early as possible to allow time to arrange the accommodation.

B. Application Preparation

1. Forms. No facsimile or electronic mail Applications shall be accepted. An Application shall be submitted using the forms provided in this RFGA or on their substantial equivalent. Any substitute document for the forms provided in this RFGA must be legible and contain the same information requested on the forms, unless the RFGA indicates otherwise.
2. Technical Requirements. Applications will be reviewed initially for compliance with technical requirements. Noncompliance with these requirements may result in the Application being deemed non-responsive, and therefore, not susceptible to award.
 - Responses should be typed, single-spaced with one-inch margins or wider with a twelve (12)-point font used.
 - Applications are not to be bound in spiral binders or in 3-ring notebooks. Please submit the Application either stapled in the upper left-hand corner or use a binder clip.
 - Applications should be single sided, NOT duplexed.
 - Number all pages and include a table of contents that follows the underlined categories in the “Application: Responding to the Scope of Work” Section. Enclose one (1) original (clearly marked “ORIGINAL”) and nine (9) additional copies.
 - All Attachments must be completed as instructed.
 - The organization name and the Request for Grant Application Number (**RFGA number found on page 1 of this RFGA**) must be clearly marked on the outside of the sealed envelope/package.

Please refer to the Checklist within this RFGA to verify inclusion of all required documentation and use of the proper format.

3. Evidence of Intent to be Bound. The Applicant Offer and Acceptance Form within the RFGA shall be submitted with the Application and shall include a signature by a person authorized to sign

the Application. The signature shall signify the Applicant's intent to be bound by the Application, the terms of the RFGA and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the Application.

4. Exceptions to Terms and Conditions. All exceptions included with the Application shall be submitted in a clearly identified separate section of the Application in which the Applicant clearly identifies the specific paragraphs of the RFGA where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting Contract unless such exception is specifically accepted by the Grants and Contracts Procurement Specialist in a written statement. The Applicant's preprinted or standard terms will not be considered by First Things First as a part of any resulting Contract. All exceptions that are contained in the Application may negatively affect First Things First's proposal evaluation based on the evaluation criteria stated in the RFGA or result in rejection of the Application.
5. Subcontracts. Applicant shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the Application.
6. Cost of Application Preparation. First Things First will not reimburse any Applicant the cost of responding to an RFGA.
7. RFGA Amendments. Each RFGA Amendment shall be signed with an original signature by the person signing the Application, and shall be submitted no later than the Application due date and time. Failure to return a signed copy of a RFGA Amendment may result in rejection of the Application.
8. Additional Materials. Additional materials such as promotional brochures or examples of other programs should not be submitted unless they directly relate to the information required in the Application.
9. Provision of Tax Identification Numbers. Applicants are required to provide their Arizona Transaction Privilege Tax Number and/or Federal Tax Identification number in the space provided on the Offer and Acceptance Form.
10. Disclosure. If the firm, business or person submitting this Application has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any Federal, state or local government; or if any such preclusion from participation from any public procurement activity is currently pending, the Applicant shall fully explain the circumstances relating to the preclusion or proposed preclusion in the Application. The Applicant shall include a letter with its Application setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided.
11. RFGA Order of Precedence. In the event of a conflict in the provisions of this RFGA, the following shall prevail in the order set forth below:
 - 11.1 First Things First Special Terms and Conditions

- 11.2 State of Arizona Uniform Terms and Conditions
- 11.3 Scope of Work
- 11.4 Attachments
- 11.5 Exhibits
- 11.6 Instructions to Applicants
- 11.7 Other documents referenced or included in the RFGA

C. Submission of Application

1. Sealed Envelope or Package. One (1) original (clearly marked "original") Application and nine (9) copies shall be submitted to the submittal location identified in this RFGA. Applications must be submitted in a sealed envelope or container. The envelope or container should be clearly identified with name of the Applicant and RFGA number. First Things First may open envelopes or containers to identify contents if the envelope or container is not clearly identified.
2. Late Applications. An Application submitted after the exact Application due date and time shall be rejected. Applications **must** be received by First Things First at the designated due date and time.
3. Application Amendment or Withdrawal. An Application may not be amended or withdrawn after the Application due date and time except as otherwise provided under applicable law.
4. Application Opening. Applications shall be opened publicly at the time and place identified in this RFGA. The name of each Applicant shall be read publicly and recorded.
5. Disqualification. An Applicant (including each of its principals) who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall have its Application rejected.
6. Public Record. All Applications submitted and opened are public records and must be retained by First Things First. Applications shall be open to public inspection no later than 30 days after Contract award pursuant to A.R.S. §41-2702 (E), except for such Applications deemed to be confidential by First Things First. If an Applicant believes that information in its Application should remain confidential, it shall indicate as confidential the specific information and submit a statement with its Application detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise. First Things First, pursuant to A.C.R.R. R2-7-104, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in A.R.S. §41-2611 through §41-2616.
7. Application Acceptance Period. Applications shall be irrevocable for 120 days after the RFGA due date and time.
8. Non-collusion, Employment, and Services. By signing the Offer and Acceptance Form, the Applicant certifies that:
 - a. The Applicant did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its Application; and
 - b. The Applicant does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national

origin, sexual orientation or disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.

9. Budget Limitations. In the event that the Applications received exceed the budget limitations, First Things First reserves the option to request a reduction in the scope of the Applicant's proposed program. Revised budget documents will be required. First Things First reserves the right to award contracts for less than the proposed amount and/or less than the available funds or make awards that exceed the posted available funds as additional funds become available.
10. Waiver and Rejection Rights. Notwithstanding any other provision of the RFGA, the State reserves the right to:
 - 10.1 Waive any minor informality,
 - 10.2 Reject any and all Applications or portions thereof, or
 - 10.3 Cancel the RFGA.

D. Award

1. Multiple Awards. In order to ensure adequate coverage of First Things First requirements, a single award will be made under this RFGA.
2. Contract Inception. An Application does not constitute a Contract nor does it confer any rights on the Applicant to the award of a Contract. A Contract is not created until the Application is accepted in writing by the First Things First designee's signature on the Offer and Acceptance Form. A notice of award or of the intent to award shall not constitute acceptance of the Application.
3. Effective Date. The effective date of this Contract shall be the date that the First Things First designee signs the Offer and Acceptance form or other official contract form, unless another date is specifically stated in the Contract.

E. Protests

1. A protest shall comply with and be resolved according to A.R.S. §41-2611. Protests shall be in writing and filed with the Executive Director, Arizona Early Childhood Development and Health Board. A protest of an RFGA shall be received by the Grants and Contracts Procurement Specialist before the Application due date. A protest of a proposed award or of an award shall be filed within ten (10) days after the protester knows or should have known the basis of the protest. A protest shall include:
 - 1.1 The name, address and telephone number of the protester,
 - 1.2 The signature of the protester or its representative,
 - 1.3 Identification of the RFGA or Contract number,
 - 1.4 A detailed statement of the legal and factual grounds of the protest including copies of relevant documents, and
 - 1.5 The form of relief requested.

F. Comments Welcome

1. First Things First periodically reviews the Instructions to Applicants and welcomes any comments you may have. Please submit your comments to the Grants and Contracts Procurement Specialist, grants@azftf.gov

Terms and Conditions

FIRST THINGS FIRST SPECIAL TERMS AND CONDITIONS

1. Term of Contract. The effective date of this Contract shall be the date that the First Things First designee signs the Offer and Acceptance form or other official contract form and shall remain in effect until June 30, 2011, unless terminated, cancelled or extended as otherwise provided herein.
2. Contract Renewal/Contract Amendment. This Contract shall not bind nor purport to bind First Things First for any contractual commitment in excess of the original contract period. First Things First shall have the right, with consult of the awardee, to issue a written contract amendment to expand services and increase funding awarded to compensate for the agreed upon service expansion. First Things First shall have the right, at its sole option, to renew the contract for two (2) one-year periods or a portion thereof. Contract awards may be increased, decreased, or not renewed based on evaluation, programmatic and fiscal performance, the availability of funds, or the discretion of First Things First. If First Things First exercises such rights, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period.
3. Reporting. At a minimum grantees shall submit quarterly programmatic progress reports due by the 20th of the month following the quarter and will submit evaluation data reports and enter data into the First Things First Partners in Grants Management System (PGMS). Program narrative reports shall also be submitted via the First Things First PGMS. Failure to submit timely reports will result in suspension of reimbursement. The report shall contain such information as deemed necessary by First Things First.

Requests for program and budget changes must be sent to:
First Things First
Regional Division
4000 N. Central Avenue, Suite 800
Phoenix, AZ 85012

4. Reimbursement/Payment. The Grantee shall be paid on a cost-reimbursement basis, at a maximum of monthly or a minimum of quarterly for those items submitted and approved in the budget inclusively. Reimbursement requests shall be submitted monthly or quarterly via the First Things First PGMS. **Grantee shall submit a final reimbursement request for expenses obligated prior to the date of contract termination no more than forty-five (45) days after the contract end.** Requests for reimbursement received later than forty-five (45) days after the contract termination will not be paid. **If awarded a contract, your organization must have sufficient funds to meet obligations for at least sixty- (60) days while awaiting reimbursements.** If an exception is requested to this requirement, it must be provided in writing in your Application describing the justification and need for alternative considerations.

Financial budget modification requests must be sent to:
First Things First
Finance Division
4000 North Central Avenue, Suite 800
Phoenix, Arizona 85012

5. Confidentiality of Records. The Grantee shall establish and maintain procedures and controls that are acceptable to First Things First for the purpose of assuring that no information contained in its records or obtained from First Things First or from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees; except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to First Things First. Grantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Grantee as needed for the performance of duties under the contract, unless otherwise agreed to in writing by First Things First.
6. Key Personnel. It is essential that the Grantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Grantee must assign specific individuals to the key positions, when possible or submit an official position description for which candidates must qualify. **Once assigned to work under the contract, if key personnel are removed or replaced, written notification shall be sent to First Things First.**
7. Orientation. A mandatory Orientation Meeting will be scheduled during the first quarter after awards are made and will provide all awarded grantees the information required to manage the contract.
8. Capital Expenditures. Items over \$5,000 with a life of more than one (1) year are not allowable.
9. Working with Tribal Regional Partnership Council(s). A grantee must comply with requirements set forth by the Tribal Government in relation to essential functions of the grants operation including data collection. It is the responsibility of the grantee to follow appropriate policy and procedures, complete IRB, parent consent, and appropriate tribal approvals as designated by tribal authorities.
10. Geographic Distribution. If Applications are not received from geographic areas within the region or if an Application submitted is not deemed applicable to funding by the review committee or falls below a review-scoring threshold, all funding may not be awarded or could be awarded to meet disparate geographic need for services. First Things First also reserves the right to fund more than one program in an area, to not award the entire amount of available funds, or to award an amount that is greater than the posted available funds.

STATE OF ARIZONA UNIFORM TERMS AND CONDITIONS

1. Contract Interpretation

- 1.1 Arizona Law. This Contract shall be governed and interpreted by the laws of the State of Arizona. The venue for any proceedings, actions, or suits arising from this Contract shall be in Maricopa County, Arizona.
- 1.2 Implied Contract Terms. Each provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
- 1.3 Contract Order of Precedence. In the event of a conflict in the provisions of the Contract, as accepted by First Things First and as they may be amended, the following shall prevail in the order set forth below:

- 1.3.1. First Things First Special Terms and Conditions
 - 1.3.2. State of Arizona Uniform Terms and Conditions
 - 1.3.3. Statement or Scope of Work
 - 1.3.4. Attachments/Exhibits
 - 1.3.5. Documents referenced or included in the RFGA
- 1.4 Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
- 1.5 No Parole Evidence. This Contract is intended by the parties as a final and complete expression of their contract. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing shall be binding.
- 1.6 No Waiver. Party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

2. **Contract Administration and Operation**

- 2.1 Records. Pursuant to A.R.S. §35-214 and §35-215, the Grantee shall retain and shall contractually require each subcontractor to retain all data and other "records" relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit by First Things First at reasonable times. Upon request, the Grantee shall produce a legible copy of any or all such records.
- 2.2 Non-Discrimination. The Grantee shall comply with State Executive Order No. 99-4 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities and all applicable provisions and regulations relating to Executive Order No. 13279 – Equal Protection of the Laws for Faith-based and Community Organizations.
- 2.3 Audit. Pursuant to A.R.S. §35-214, at any time during the term of this Contract and five (5) years thereafter, the Grantee's or any subcontractor's books and records shall be subject to audit by First Things First and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contract or subcontract.
- 2.4 Financial Audit. In compliance with the Federal Single Audit Act (31 U.S.C. par., 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), grant sub-recipients, as prescribed by the President's Council on Integrity and Efficiency Position #6, expending Federal Grants from all sources totaling \$500,000 or more, must have an annual audit conducted in accordance with OMB Circular #A-133, "Audits of States, Local Governments and Non-profit Organizations." **If you have expended more than \$500,000 in federal dollars, a copy of your audit report for the previous fiscal year must be submitted with your Application.**
- 2.5 Audit Trails. Grantee shall maintain proper audit trails for all reports related to this contract. First Things First reserves the right to review all program records.

- 2.6 Fund Management. The Grantee must maintain funds received under this contract in separate ledger accounts and cannot mix these funds with other sources. Grantee must manage funds according to applicable regulations for administrative requirements, cost principles and audits.

The Grantee must maintain adequate business systems to comply with State requirements.

The business systems that must be maintained are:

- a. Financial Management
- b. Procurement
- c. Personnel
- d. Property
- e. Travel

A system is adequate if it is: 1) written; 2) consistently followed – it applies in all similar circumstances; and 3) consistently applied – it applies to all sources of funds.

- 2.7 Notices. All notices, requests, demands or communications by either party to this Agreement, pursuant to or in connection with this Agreement shall be in writing and shall be delivered in person or shall be sent by the United States Postal Service, certified mail, return receipt requested, to the respective parties at the following addresses:

First Things First
Finance Division
4000 N. Central Avenue, Suite 800
Phoenix, AZ 85012

- 2.8 Advertising, Publishing and Promotion of Contract. The Grantee shall not use, advertise or promote information for commercial benefit concerning this Contract without the prior written approval of the Grants and Contracts Procurement Specialist.
- 2.9 Ownership of Information/Printed Material. First Things First reserves the right to review and approve all publications and/or media funded or partially funded through this contract. All publications funded or partially funded through this contract shall recognize First Things First as the funding source. First Things First shall have full and complete rights to reproduce, duplicate, disclose, perform, and otherwise use all materials prepared under this Agreement.

The Grantee agrees that any report, printed matter, or publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the Grantee describing programs or projects funded under this agreement in whole or in part with First Things First funds and shall follow the protocol and style guide provided by First Things First.

3. Funding/Payments

- 3.1. Funding. Requested funding must be submitted in an all-inclusive basis. The State will not reimburse any item other than the all-inclusive funding contained on the budget forms.
- 3.2. Tax Indemnification. Grantee and all subcontracts shall pay all Federal, state and local taxes applicable to its operation and any persons employed by the Grantee. Grantee shall, and require all subcontractors to hold First Things First harmless from any responsibility for

taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

- 3.3. IRS Substitute W9 Form. In order to receive payment the Grantee shall have a current IRS Substitute W9 Form on file with State of Arizona, unless not required by law.
- 3.4. Availability of Funds for the Next Fiscal Year. Funds are not presently available for performance under this contract beyond the current fiscal year. Every payment obligation of First Things First under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Contract, this Contract may be terminated by First Things First at the end of the period for which funds are available. No liability shall accrue to First Things First in the event this provision is exercised, and First Things First shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

4. Contract Changes

- 4.1 Amendments. Any change in the contract including the scope of work and budget described herein, whether by modification or supplementation, must be accomplished by a formal written contract amendment signed and approved by and between the duly authorized representatives of the Grantee and First Things First. Any such amendment shall specify an effective date, any increases or decreases in the Grantee's compensation, if applicable, and entitled as an "Amendment" and signed by the parties identified in the preceding sentence. The Grantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.
- 4.2 Subcontractors. The Grantee agrees and understands that no subcontract that the Grantee enters into with respect to performance under this contract shall in any way relieve the Grantee of any responsibility for performance of its duties. It is highly recommended by First Things First that a Memorandum of Understanding or some other type of contract is in place between the Grantee and a Subcontractor for services to be performed, and in which a payment amount has been negotiated and approved, to avoid any misunderstanding between both parties. The Subcontract shall incorporate by reference the terms and conditions of this Contract.
- 4.3 Assignment and Delegation. The Grantee shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Grants and Contracts Procurement Specialist. First Things First shall not unreasonably withhold approval.

5. Risk and Liability

- 5.1. Indemnification. (Not Public Agency) The parties to this Contract agree that First Things First, its departments, Board and Councils shall be indemnified and held harmless by the Grantee for the vicarious liability of First Things First as a result of entering into this contract. However, the parties further agree that First Things First, its departments, Board

and Councils shall be responsible for its own negligence. Each party to this contract is responsible for its own negligence.

- 5.2 Indemnification Language for Public Agencies Only. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnatee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnatee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.

This indemnity shall not apply if the Grantee or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

- 5.3 Insurance Requirements. Grantee and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Grantee, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. First Things First in no way warrants that the minimum limits contained herein are sufficient to protect the Grantee from liabilities that might arise out of the performance of the work under this contract by the Grantee, its agents, representatives, employees or subcontractors, and Grantee is free to purchase additional insurance.

- A. MINIMUM SCOPE AND LIMITS OF INSURANCE: Grantee shall provide coverage with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Blanket Contractual Liability – Written and Oral \$1,000,000
- Fire Legal Liability \$50,000
- Each Occurrence \$1,000,000

- a. The policy shall be endorsed to **include coverage for sexual abuse and molestation.**
- b. The policy shall be endorsed to include the following additional insured language:
“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Grantee”.
- c. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials,

agents, and employees for losses arising from work performed by or on behalf of the Grantee.

2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000
 - a. The policy shall be endorsed to include the following additional insured language:
"The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Grantee, involving automobiles owned, leased, hired or borrowed by the Grantee".
 - b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Grantee.

3. Worker's Compensation and Employers' Liability

- Workers' Compensation Statutory
- Employers' Liability
 - Each Accident \$ 500,000
 - Disease – Each Employee \$ 500,000
 - Disease – Policy Limit \$1,000,000
 - a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Grantee.
 - b. This requirement shall not apply to separately, EACH Grantee or subcontractor exempt under A.R.S. §23-901, AND when such Grantee or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

4. Professional Liability (Errors and Omissions Liability)

- Each Claim \$1,000,000
- Annual Aggregate \$2,000,000
 - a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Grantee warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
 - b. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such

additional insured shall be covered to the full limits of liability purchased by the Grantee, even if those limits of liability are in excess of those required by this Contract.

2. The Grantee's insurance coverage shall be primary insurance with respect to all other available sources.
 3. Coverage provided by the Grantee shall not be limited to the liability assumed under the indemnification provisions of this Contract.
- C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty- (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to (First Things First, Grants and Contracts Procurement Specialist, 4000 N. Central, Suite 800, Phoenix, AZ 85012) and shall be sent by certified mail, return receipt requested.
- D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A-VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Grantee from potential insurer insolvency.
- E. VERIFICATION OF COVERAGE: Grantee shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
- F. All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
- G. All certificates required by this Contract shall be sent directly to (First Things First, Grants and Contracts Procurement Specialist, 4000 N. Central, Suite 800, Phoenix, AZ 85012). The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.
- H. SUBCONTRACTORS: Grantees' certificate(s) shall include all subcontractors as insureds under its policies or Grantee shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- I. APPROVAL: Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
- J. EXCEPTIONS: In the event the Grantee or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the

Grantee or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

- 5.4 Force Majeure. If either party hereto is delayed or prevented from the performance of any act required in this Agreement due to acts of God, strikes, lockouts, labor disputes, civil disorder, or other causes without fault and beyond the control of the party obligated, performance of or payment for such act will be excused for the period of the delay.
- 5.5 Third Party Antitrust Violations. The Grantee assigns to First Things First any claim for cover charges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Grantee, toward fulfillment of this Contract.

6. Compliance

- 6.1 Compliance with Applicable Laws. The services supplied under this Contract shall comply with all applicable Federal, state and local laws, and the Grantee shall maintain all applicable licenses and permit requirements.
- 6.2 Sectarian Requests. Funds may not be expended for any sectarian purpose or activity, including sectarian worship or instructions.
- 6.3 Restrictions on Lobbying. The Grantee shall not use these funds to pay for, influence, or seek to influence any officer or employee of First Things First, state government or the federal government if that action may have an impact, of any nature, on this contract.
- 6.4 Licenses. Grantee shall maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Grantee.
- 6.5 Fingerprinting. Pursuant to A.R.S. §41-1758 Grantee will obtain fingerprint cards and/or background checks as applicable.

This Contract may be cancelled or terminated if the fingerprint check or the certified form of any person who is employed by a provider, whether paid or not, and who is required or allowed to provide services directly to children, discloses that a person has committed any act of sexual abuse of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any criminal offenses in this state or similar offenses in another state or jurisdiction.

7. State's Contractual Remedies

- 7.1 Right to Assurance. If First Things First in good faith has reason to believe that the Grantee does not intend to, or is unable to perform or continue performing under this Contract, the Grants and Contracts Procurement Specialist may demand in writing that the Grantee give a written assurance of intent to perform. Failure by the Grantee to provide written assurance within the number of Days specified in the demand may be, at First Things First's discretion, the basis for terminating the Contract under the First Things First Uniform Terms and Conditions or other rights and remedies available by law or provided by the contract.

- 7.2 Cancellation for Failure to Perform. Failure by the Grantee to adhere to any provision of this Agreement or its Attachments in the time and manner provided by this Contract or its Attachments shall constitute a material default and breach of this Contract and First Things First may cancel, at its option, this Agreement upon prior written notice.

First Things First may issue a written ten (10) day notice of default to the Grantee for acting or failing to act including but not limited to any of the following:

- The Grantee provides personnel that do not meet the requirements of this Agreement or are of an unacceptable quality.
- The Grantee fails to perform adequately the services required in this Agreement.
- The Grantee fails to furnish the required product or services within the time stipulated in this Agreement.
- The Grantee fails to make progress in the performance of the requirements of the Agreement and/or gives a positive indication that the Grantee will not or cannot perform to the requirements of this Agreement.

If the Grantee does not correct any problem(s) within ten (10) days after receiving the notice of default, First Things First may cancel the Contract. If First Things First cancels the Contract pursuant to this clause, First Things First reserves all rights or claims to damage for breach of the Contract and the Grantee agrees to a general release in favor of First Things First for any claim for reimbursement.

- 7.3 Non-Exclusive Remedies The rights and the remedies of First Things First under this Contract are not exclusive.

8. Contract Termination

- 8.1 Cancellation for Conflict of Interest. Pursuant to A.R.S. §38-511, First Things First may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of First Things First is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Grantee receives written notice of the cancellation unless the notice specifies a later time. If the Grantee is a political subdivision of the State of Arizona, it may also cancel this Contract as provided in A.R.S. §38-511.
- 8.2 Suspension or Debarment. First Things First may, by written notice to the Grantee, immediately terminate this Contract if First Things First determines that the Grantee has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Submittal of an Application or execution of a contract shall attest that the Grantee is not currently suspended or debarred. If the Grantee becomes suspended or debarred, the Grantee shall immediately notify First Things First.
- 8.3 Termination for Convenience. First Things First reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of First Things First without penalty or recourse. Upon receipt of the written notice, the Grantee shall stop all

work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to First Things First. In the event of termination under this paragraph, all documents, data and reports prepared by the Grantee under the Contract shall become the property of and be delivered to First Things First upon demand. The Grantee shall be entitled to receive just, equitable compensation for work in progress, work completed, and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.

- 8.4 Termination for Default. In addition to the rights reserved in the contract, First Things First may terminate the Contract in whole or in part due to the failure of the Grantee to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Grants and Contracts Procurement Specialist shall provide written notice of the termination and the reasons for it to the Grantee. Upon termination under this paragraph, all materials, documents, data and reports prepared by the Grantee under the Contract shall become the property of and be delivered to First Things First on demand. Upon termination of this Contract, First Things First may procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Grantee shall be liable to First Things First for any excess costs incurred by First Things First in procuring services in substitution for those due from the Grantee.

9. Contract Claims

- 9.1 Arbitration. The parties to this Contract agree to resolve all disputes arising out of or relating to this contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. §12-1518, except as may be required by other applicable statutes (Title 41).

10. State of Arizona General Uniform Terms and Conditions

The latest edition of the Arizona Uniform General Terms and Conditions and Uniform Instructions to Applicants is incorporated into this Request for Grant Application by reference. Copies may be obtained from the Arizona State Procurement Office at (602) 542-5511 or at: <http://azdoa.gov/agencies/spo/docs/UTCv7.pdf>.

Checklist

Use the following list to make sure your Grant Application is complete and meets the requirements specified in this request for grant Applications:

- ☐ One (1) original copy marked “original”, and nine (9) additional copies
- ☐ Completed and signed First Things First Offer and Acceptance form
- ☐ Signed copy of all amendments issued for the RFGA (if applicable)
- ☐ Table of Contents
- ☐ Application including Executive Summary and response to all 26 questions
- ☐ Standard Data Collection Form completed, Attachment A
- ☐ State of Arizona Substitute W-9 Form (must be downloaded and printed) signed, if applicable, http://www.gao.az.gov/onlineforms/forms/AZ_subw-9_010410.pdf
- ☐ Applicant’s Experience completed, Attachment B
- ☐ Key Personnel Overview completed, Attachment C
- ☐ Implementation Plan completed, Attachment D
- ☐ Funds Requested Page, completed and signed, Attachment E
- ☐ Standard Line Item Budget, completed and signed, Attachment F
- ☐ Budget Narrative, completed and signed, Attachment G
- ☐ Disclosure of Other Funding Sources, completed and signed, Attachment H
- ☐ Financial Systems Survey is completed and signed, Attachment I
- ☐ Evaluation Plan, Attachment J
- ☐ Resumes for all personnel listed in the budget
- ☐ One copy of your agency’s most recent audited, reviewed or compiled financial statements as well as a schedule showing the total federal funds (by granting agency) expended by your agency for the most recent fiscal year included with the Application marked Original.
- ☐ Page numbers are included on all pages, in sequence, twelve point font or larger and single-spaced, with one inch margins or wider.
- ☐ In the original application, documents requiring signatures should have **ORIGINAL** signatures.
- ☐ Do **NOT** bind your Application in spiral binders or in 3-ring notebooks. Please submit your Applications either stapled in the upper left-hand corner or use a binder clip.
- ☐ When submitting your Application, insure your organization name and the Request for Grant Application Number (**found on Page 1 of this RFGA**) is CLEARLY marked on the outside of the SEALED envelope/package.
- ☐ It is the responsibility of each Applicant to insure their Application is delivered to First Things First by the due date and time listed on Page 2 of this RFGA. Please allow for such contingencies as heavy traffic, weather, directions, parking, security, etc.

Attachments and Exhibits

| | |
|--------------|---|
| Attachment A | Standard Data Collection Form |
| Attachment B | Applicant's Experience |
| Attachment C | Key Personnel Overview |
| Attachment D | Implementation Plan |
| Attachment E | Funds Requested Page |
| Attachment F | Line Item Budget Form |
| Attachment G | Budget Narrative Explanation |
| Attachment H | Disclosure of Other Funding Sources |
| Attachment I | Financial Systems Survey |
| Attachment J | Evaluation Plan |
| | |
| Exhibit A | Child Care Scholarships Standards of Practice |
| Exhibit B | Standard Terms Defined |
| Exhibit C | Sample Certificate of Insurance |
| Exhibit D | Matching Line Item Budget Form - Optional |
| Exhibit E | Estimated Regional Contributions |

Attachment A

FIRST THINGS FIRST STANDARD DATA COLLECTION FORM

A. Agency Information:

Program Name (if applicable) _____

Agency _____ Contact Person _____

Address _____ Position _____

Address _____ Email _____

City, State, Zip _____ Phone _____ x _____ Fax _____

County _____ Employer Identification Number: _____

Agency Classification: _____ State Agency _____ County Government _____ Local Government _____ Schools

_____ Tribal _____ Faith Based _____ Other

Have you previously conducted business with First Things First using this EIN? ____Y ____N

If **NO**, please go to the following website, download the State of Arizona Substitute W-9 Form and submit with your Application: http://www.gao.az.gov/Vendor/account_setup_home.asp.

In which Congressional (Federal) District is your agency? Enter District # _____

<http://www.azredistricting.org> (click on Final Maps)

In which Legislative (State) District is your agency? Enter District # _____

<http://www.azredistricting.org> (click on Final Maps)

Approximately how much FEDERAL funding (from a Federal Source) will your organization expend in your current fiscal year? \$ _____

What is your organization's fiscal year-end date? _____

Accounting Method: _____ Cash _____ Accrual

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133? ____Y ____N

Please provide contact information of the audit firm conducting your audit:

Agency _____

Address _____

Phone Number _____

B. Proposed Program Information / Description:

Amount requested: _____

Service area of proposed program: _____

Target population of proposed program: _____

Number of participants to be served: _____

Please provide a **brief** description of the **proposed program** in one or two paragraphs and this will be the source for a public description describing the nature of the program being implemented that will be used by First Things First.

C. Contact Information

First Things First Partner and Grants Management System (PGMS) requires four designated contacts for contact with First Things First related to this grant (the same person may be assigned to more than one of the roles, if appropriate).

Main Contact Information – This should be information for the person designated as the Main contact for this grant award and this person can view all information related to this grant (financial, programmatic and evaluation in nature). This person will also be the primary contact for First Things First and should be the person responsible for ensuring the program plan is implemented. Primary correspondence from First Things First will be sent to this person.

Main Contact Person _____

Position _____

Address _____

City, State, Zip _____

Email _____

Phone _____ x _____ Fax _____

Program Contact Information – This should be information for the person designated as the Program contact for this grant award and this person can view information related to this grant for program or evaluation purposes only.

Program Contact Person _____

Position _____

Address _____

City, State, Zip _____

Email _____

Phone _____ x _____ Fax _____

Financial Contact Information – This should be information for the person designated as the financial contact for this grant award and this person can view information related to this grant for financial purposes only.

Financial Contact Person _____

Position _____

Address _____

City, State, Zip _____

Email _____

Phone _____ x _____ Fax _____

Evaluation Contact Information – This should be information for the person designated as the Evaluation contact for this grant award and this person can view information related to this grant for evaluation purposes only.

Evaluation Contact Person _____

Position _____

Address _____

City, State, Zip _____

Email _____

Phone _____ x _____ Fax _____

In addition, your application may have included information about a collaborating partner/agency. Please replicate this information as many times as necessary to document the participation and agreement to be involved with the application as a collaborating agency/partner.

Collaborator

| | |
|-----------------------|--------------------------|
| Agency_____ | Contact Person_____ |
| Address_____ | Position_____ |
| Address_____ | Email_____ |
| City, State, Zip_____ | Phone_____x_____Fax_____ |
| County_____ | |

Collaborator

| | |
|-----------------------|--------------------------|
| Agency_____ | Contact Person_____ |
| Address_____ | Position_____ |
| Address_____ | Email_____ |
| City, State, Zip_____ | Phone_____x_____Fax_____ |
| County_____ | |

Collaborator

| | |
|-----------------------|--------------------------|
| Agency_____ | Contact Person_____ |
| Address_____ | Position_____ |
| Address_____ | Email_____ |
| City, State, Zip_____ | Phone_____x_____Fax_____ |
| County_____ | |

Collaborator

| | |
|-----------------------|--------------------------|
| Agency_____ | Contact Person_____ |
| Address_____ | Position_____ |
| Address_____ | Email_____ |
| City, State, Zip_____ | Phone_____x_____Fax_____ |
| County_____ | |

Attachment B

APPLICANT'S EXPERIENCE

| |
|--|
| Name and address of organization for which the service or activity was provided: |
| Location where services or activities were conducted: |
| Dates the service or activity was conducted: (e.g., October 2007 – September 2008) |
| Describe the services or activities that were provided: |
| Describe what was achieved with the services or activities: (e.g., increased knowledge among 20% of program participants, served 100 children, etc.) |

Attachment C

KEY PERSONNEL OVERVIEW*

| STAFF MEMBER | BACKGROUND AND EXPERTISE OF PERSONNEL |
|---|--|
| Name: Title: FTE on this project: | |
| Name: Title: FTE on this project: | |
| Name: Title: FTE on this project: | |
| Name: Title: FTE on this project: | |
| Name: Title: FTE on this project: | |
| Name: Title: FTE on this project: | |

***In addition to this overview, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key individuals involved in the project. If awarded and your project experiences changes in staff, notification must be sent to First Things First. In addition, if you are describing a position to be hired, you must send staff notification and resume to First Things First when the position is filled.**

Attachment D

August 2010 – June 2011 Implementation Plan

| Activities | Task | Person Responsible | Date Task Will Be Completed/Timeline | Support Documentation |
|------------|------|--------------------|--------------------------------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Attachment E

FUNDS REQUESTED PAGE

The Offer must state a firm, fixed total guaranteed not-to-exceed amount of funds requested for the Grant.

\$_____Total Funds Requested

Authorized Signature_____

Date_____

Job Title _____

Attachment F and G Instructions

How to Complete the Line Item Budget and Budget Narrative

Complete a 11-month budget for the period of August 1, 2010 through June 30, 2011 using the template provided in Attachment F. Please make sure you include a budget narrative as Attachment G.

Please keep in mind items described in a line item budget and in more detail in the budget narrative should describe how the costs were determined and the public purpose for the cost related successfully implementing the project. Please assure that all requested funds follow these guidelines:

- Be necessary and reasonable for proper and efficient performance and administration of First Things First funds.
- Be authorized or not prohibited under State or local laws or regulations.
- Be consistent with policies, regulations, and procedures that apply uniformly to all costs charged and expended by the agency – consistent treatment of costs.
 - For example – a cost may not be assigned to another grant award as a indirect cost if any other cost incurred for the same purposes in like circumstances has been allocated to the First Things First award as an direct cost.
 - For example – a cost for a certain type of expense is charged one rate to another source of funding and a different rate to First Things First - this would not be consistent treatment of costs.
- Be determined in accordance with generally accepted accounting principles.
- Be adequately documented.
- All travel related costs for these trainings and meetings should be included in the Applicant's budget and calculated using the State of Arizona travel rate limitations for mileage, per diem and lodging as described on the budget narrative worksheet. For more information about the state requirements, visit <http://www.gao.az.gov/travel/>.
- Requests for line item modifications, which do not change the total program funding, shall be requested in writing and shall only be made following receipt of written authorization from First Things First.

Please note the line items included in the budget template represent the types of costs possible for a line item budget these line items may or may not be applicable or appropriate for your Application. Your budget line items requested must fit within one of the categories listed. However, it is expected that you would not need to utilize all of the sample line items.

Matching Funds are not required at this time except for Construction or Rennovation related costs that are identified in the RFGA; however, if matching funds are listed and submitted to support the application, are subject to financial and programmatic monitoring by First Things First. Matching Funds budget template can be found in Exhibit D.

Attachment F – Line Item Budget

While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Professional Services, Travel, Pass-Through (i.e. Sub grants), Other Operating Expenses and Administrative/Indirect Costs.

Budget period: August 1, 2010 – June 30, 2011

| Budget Category | Line Item Description | Requested Funds | Total Cost |
|---|-----------------------|--|------------|
| PERSONNEL SERVICES | | Personnel Services Sub Total | \$ |
| Salaries | | | |
| EMPLOYEE RELATED EXPENSES | | Employee Related Expenses Sub Total | \$ |
| Fringe Benefits or Other ERE | | | |
| PROFESSIONAL AND OUTSIDE SERVICES | | Professional & Outside Services Sub Total | \$ |
| Contracted Services | | | |
| TRAVEL | | Travel Sub Total | \$ |
| In-State Travel Out of State Travel | | | |
| AID TO ORGANIZATIONS OR INDIVIDUALS | | Aid to Organizations or Individuals Sub Total | \$ |
| Subgrants or Subcontracts to organizations/agencies/entities | | | |
| OTHER OPERATING EXPENSES | | Other Operating Expenses Sub Total | \$ |
| <ul style="list-style-type: none"> • Telephones/Communications Services • Internet Access • General Office Supplies • Food • Rent/Occupancy • Evaluation (non-contracted & non-personnel expenses) • Utilities • Furniture • Postage • Software (including IT supplies) • Dues/Subscriptions • Advertising • Printing/Copying • Equipment Maintenance • Professional Development/Staff Training • Conference Workshops/ Training Fees for Staff • Insurance • Program Materials • Program Supplies • Scholarships • Program Incentives | | | |
| NON-CAPITAL EQUIPMENT | | Non-Capital Sub Total | \$ |
| Equipment \$4,999 or less in value | | | |
| Subtotal Direct Program Costs: | | | \$ |
| ADMINISTRATIVE/INDIRECT COSTS | | Total Admin/Indirect | \$ |
| Indirect/Admin Costs | | \$ | \$ |
| Total | | \$ | \$ |

Authorized signature _____

Date _____

Attachment G – Budget Narrative

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate. ***Please include one narrative that matches the 12 month line item budget categories and subcategories.***

Personnel Services: *Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also, be sure to include the scheduled salary increases on the Budget Form.*

Employee Related Expenses: *Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.*

Professional and Outside Services: *If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project. Explain how all contracts will be procured.*

Travel: *Separate travel that is in-state and out-of-state. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel, the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). Applicants **must** use the State of Arizona Travel Policy on rates limitations for mileage, lodging, and meals (<http://www.gao.az.gov/travel/>) for both in-state and out-of-state travel.*

Aid to Organizations or Individuals: *In the event that this application represents collaboration and the contract will be utilizing other sub grantees or subcontractors to perform various components of the program, include a list of sub grantees, programmatic work each sub grantee will perform, and how costs for each sub grantee are determined.*

Other Operating Expenses: *Explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. All items should be categorized in the following categories: Telephones / Communications Services, Internet Access, General Office Supplies, Food, Rent/Occupancy, Evaluation (non-contracted and non-personnel expenses), Utilities, Furniture, Postage, Software (including IT supplies), Dues/Subscriptions, Advertising, Printing/Copying, Equipment Maintenance, Professional Development/Staff Training, Conference Workshops/ Training Fees for Staff, Insurance, Program Materials, Program Supplies, Scholarships, and Program Incentives*

Non-Capital Equipment: *For items with a unit cost less than \$5,000 and an initial estimated useful life beyond a single year, explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. For example, items such as computers, printers, projectors, etc. each with a unit cost less than \$5,000.*

Administrative/Indirect Costs: *Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include particular program costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.*

Applicants must list either Option A or Option B and provide proper justification for expenses included:

- ☐ **Option A - Administrative Costs:** *with proper justification, sub grantees may include an allocation for administrative costs for up to 10% of the total direct funds requested of the grant request. Administrative costs may include allocable direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project.*

Or **Option B - Federally Approved Indirect Costs:** *If your organization has a federally approved indirect cost rate agreement in place, grantees may include an allocation for indirect costs for up to 10% of the grant request. **Applicants must provide a copy of their federally approved indirect cost rate agreement.***

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Authorized signature_____ Date_____

Attachment H

DISCLOSURE OF OTHER FUNDING SOURCES

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding for the proposed Program*. A.R.S. §8-1183 provides for a prohibition on supplanting of state funds by First Things First expenditures, meaning that no First Things First monies expended are to be used to take the place of any existing state or federal funding for early childhood development and health programs.

Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

| Type of Funding (Federal, State, local, other) | Received From | Amount | ✓ If used for match on this grant |
|---|----------------------|---------------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL: | | | |

***This table should include only those funds that will support the program detailed in this Application.**

Authorized signature_____ Date_____

Job Title _____

Attachment I

FIRST THINGS FIRST FINANCIAL SYSTEMS SURVEY

Name of Applicant: _____

Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

As stewards of federal and state funds, First Things First awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

| | |
|--|--|
| 1. Has your organization received a Federal or State Grant within the last two years? | <input type="radio"/> YES <input type="radio"/> NO |
| 2. Has your organization completed an A-133 Single Audit within the past two years? If yes, please attach a complete copy of your A-133 Audit, including, but not limited to, your Management Letter, Findings and Questioned Costs. | <input type="radio"/> YES <input type="radio"/> NO |
| 3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please attach a complete copy of the most recent audited, reviewed or compiled financial statements. NOTE THAT ONLY ONE COPY OF YOUR AUDIT NEEDS TO BE INCLUDED WITH THE APPLICATION MARKED "ORIGINAL". It is not necessary to include additional copies with each copy of the completed Application. | <input type="radio"/> YES <input type="radio"/> NO |
| 4. Please attach a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can be submitted. ONLY ONE COPY IS NEEDED, TO BE INCLUDED WITH THE APPLICATION MARKED "ORIGINAL" | <input type="radio"/> |
| 5. Has your organization been granted tax-exempt status by the Internal Revenue Service? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A |
| 6. If you answered YES to question #5, under what section of the IRS code? <input type="radio"/> 501 C (3) <input type="radio"/> 501 C (4) <input type="radio"/> 501 C (5) <input type="radio"/> 501 C (6) <input type="radio"/> Other Specify: _____ | |
| 7. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies? | <input type="radio"/> YES <input type="radio"/> NO |

B. FUNDS MANAGEMENT

| | |
|--|---|
| 1. Which of the following describes your organization's accounting system? | <input type="radio"/> Manual <input type="radio"/> Automated <input type="radio"/> Combination |
| 2. How frequently do you post to the General Ledger? | <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other |
| 3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source? | <input type="radio"/> YES <input type="radio"/> NO |
| 4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item? | <input type="radio"/> YES <input type="radio"/> NO |
| 5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs that account for 100% of each employee's time? | <input type="radio"/> YES <input type="radio"/> NO |
| 6. Is your organization familiar with Federal Cost Principles (i.e., 2 CFR 220, 2 CFR 225, and 2 CFR 230)? | <input type="radio"/> YES <input type="radio"/> NO |
| 7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using allocable direct charges must attach a copy of the methodology and calculations in determining those charges. Those organizations using a federally approved indirect cost rate must attach a copy of the approval documentation issued by the federal government. | <input type="radio"/> Direct Charges <input type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate |

C. INTERNAL CONTROLS

| | |
|---|---|
| 1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement? | <input type="radio"/> YES <input type="radio"/> NO |
| 2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll? | <input type="radio"/> YES <input type="radio"/> NO |
| 3. Are all accounting entries and payments supported by source documentation? | <input type="radio"/> YES <input type="radio"/> NO |
| 4. Are cash or in-kind matching funds supported by source documentation? | <input type="radio"/> YES <input type="radio"/> NO |
| 5. Are employee time sheets supported by appropriately approved/signed documents? | <input type="radio"/> YES <input type="radio"/> NO |
| 6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award? | <input type="radio"/> YES <input type="radio"/> NO |

D. PROCUREMENT

| | |
|---|---|
| 1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts? | <input type="radio"/> YES <input type="radio"/> NO |
| 2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors? | <input type="radio"/> YES <input type="radio"/> NO |
| 3. Does the organization complete some level of cost or price analysis for every major purchase? | <input type="radio"/> YES <input type="radio"/> NO |
| 4. Does the organization maintain a system of contract administration to ensure Grantee conformance with the terms and conditions of each contract? | <input type="radio"/> YES <input type="radio"/> NO |
| 5. Does the organization maintain written procurement policies and procedures? | <input type="radio"/> YES <input type="radio"/> NO |

E. CONTACT INFORMATION

Please indicate the following information. In the event that First Things First has questions about this survey, this individual will be contacted.

Prepared By: _____

Job Title: _____

Date: _____

Phone/Fax/Email: _____

F. CERTIFICATION

I certify that this report is complete and accurate, and that the Grantee has accepted the responsibility of maintaining the financial systems.

Authorized Signature

G. COMMENT AND ATTACHMENTS

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question number next to each comment.

Number of Attachments (please number each attachment): _____

COMMENTS:

Attachment J

Data Collection and Evaluation Plan

| Performance Measure | Data to Collect | Plan for Data Collection | Plan for Using the Data | Quality Assurance |
|---------------------|-----------------|--------------------------|-------------------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**First Things First
Quality, Access & Affordability
Early Care and Education Scholarships
Standards of Practice**

Early care and education scholarships improve the access and affordability of high quality early care and education for low-income families with children birth through five. Scholarships benefit children, families, the child care industry and communities by offsetting the cost of quality care.

Child care scholarships are defined as payments to an early childhood provider, either center- or family-based child care, for the full or partial cost of care based on a per day or week child cost. Regional scholarship amounts are determined using data from the most recent “Market Rate” as defined by the Department of Economic Security (DES). These rates indicate the cost of care per age group, setting and attendance status in different districts of the state.

Benefits to Young Children

Access to quality early care and education programs can result in social, developmental and health benefits to young children that help to prepare them for later success in school and in life. Quality early care experiences in stable out-of-home settings help young children develop strong attachments not only to parents but also to caregivers and teachers. These attachments set the stage for future relationships throughout a child’s life. Scholarships support continuity of care to children so that previously formed supportive relationships with caregivers can remain in place. Research shows that children thrive in the care of familiar, skilled caregivers who play a significant role in their lives and on whom they count for consistency, feelings of security, belonging and love. Continuity of care is particularly important for infants and toddlers as they are in the developmental stages of building basic trust and a sense of self. Disruptions in care, particularly those that are abrupt, that result from changes in child care settings can be minimized with the use of scholarships.

In addition to promoting continuity of care, scholarships can help families to access high quality early care and education with learning environments that meet the developmental needs of young children. Preliminary findings from First Things First parent surveys and individual interviews with families receiving scholarships reveal that even short exposures to quality care result in developmental benefits such as improved language and social skills, and increased recognition of numbers, letters and shapes.

Renowned Professor of Economics, James J. Heckman, advocates strongly for quality early care and education programs that target disadvantaged children. Living in families that are struggling to survive, children in low-income families are particularly vulnerable to insecurity in food, housing and other basic need areas. This lack of supports in turn can impact a young child’s development. Without access to stable settings, children from impoverished families often do not receive the cognitive and social supports they need that have been shown to be the determinants of future socioeconomic success. In several reports,

Heckman demonstrates that enriching early environments can help to overcome the challenges of being born into a disadvantaged family.

Benefits to Families

The high cost of early care and education is one of the most difficult obstacles to obtaining and maintaining employment for many low-income single-parent families. Without access to quality care, working families are forced to decide whether to quit their jobs or leave children in the care that is not their primary choice.

Families with incomes less than 200 percent of the Federal Poverty Guidelines (FPL) may lack the resources necessary to place children with providers offering quality early care and education. Quality child care is costly due to factors such as low staff to child ratios, small group sizes, employment of experienced professionals with early education degrees, higher wages to pay for education and experience, and early learning environments and curricula designed to maximize the social and developmental needs of children.

Scholarships support families who are employed, seeking employment or who are improving their skills by participating in training or education to better compete in the market place and who wish to give their children an educational boost. Although families with incomes less than 165 percent of the Federal Poverty Level would otherwise qualify for child care subsidies through the DES, legislative budget cuts have resulted in a waiting list for subsidies. To date, over 11,000 children are on the DES waiting list which is only expected to increase as a result of additional budget cuts.

Benefits to the Early Care and Education Industry

Dramatic decreases in enrollment, increasing costs, and decreased DES child care reimbursements have resulted in severe financial pressures experienced by child care providers in both center- and home-based settings. Providers across the state have closed their doors, and many others are threatened with closure without an infrastructure in place to help them stabilize their financial situations. Scholarships offer a reliable source of income that contributes to the financial stability of regulated providers and allows them to remain operational. With improved financial stability, centers and homes have the increased ability to maintain staff which contributes to the stability of the environment and quality of care to enrolled children. Scholarships also play a strong role in achieving and maintaining high quality care and education.

Benefits to Communities

Early care and education providers serve an important function in communities throughout Arizona. Not only do they provide a safe and nurturing environment for young children, they also play a pivotal role in supporting working parents. The child care industry contributes to the economy by employing some 15,000 individuals in Arizona thereby contributing to both the local and state tax base. Scholarships, then, support the healthy development of young children, keep parents working, and support the child care industry – all factors that contribute to the economic viability of communities in Arizona.

Best Practices: Introduction

While scholarships are a growing trend across the nation, the majority of these programs have been developed during the current economic downturn. In addition to Arizona, two states have initiated early care and education scholarships. One program, based in St. Paul, Minnesota, was launched in 2008 as a four-year pilot project funded by foundation dollars. This program targets three-year-olds and supplies a scholarship for two consecutive years per child to support a child's continuity of care with their provider as a means to enhance school readiness. A parent mentoring component is also included. The program serves families at or below 185 percent of the Federal Poverty Level with a total of 171 children enrolled in an early childhood education program during fall 2008. The Minnesota scholarship program is currently being evaluated; no preliminary data is available.

Arizona was the first in the nation to launch a statewide scholarship program through its First Things First Emergency Child Care Scholarships. Implemented in April 2009, the Early Childhood Development and Health Board allocated \$23 million to address the sudden economic downturn in the state. Over 10,000 children benefited from the emergency program. In addition, more than one-third of Regional Partnership Councils approved additional funding to continue the scholarship program through the end of FY2010 and several regions funded scholarships in FY2010.

One other state, Tennessee, is using \$42 million from the American Recovery and Reinvestment Act to fund scholarships through September 2010 or until funding is exhausted (whichever comes first). Tennessee is making scholarships available to working families with young children including those children up to age 12 in after-school and summer programs. Tennessee anticipates serving a total of 7,000 children. The program is administered by the state Department of Human Services.

Best Practices: Core Principles

Child Care Scholarships are to be used as a strategy to improve both access and affordability to high quality early care and education. These core principles have been developed based on lessons learned during First Things First's initial Emergency Child Care Scholarship program, as well as limited experiences of other states.

Cultural Competency

To address cultural competency objectives, early childhood practitioners /early childhood service providers shall ensure that children and families receive from all staff members effective, understandable, and respectful care that is provided in a culturally competent manner- a manner compatible with their cultural beliefs and practices and preferred language. Early childhood practitioners /early childhood service providers should ensure that staff at all levels and across all disciplines receive ongoing education and training in culturally and linguistically appropriate service delivery. Early childhood practitioners/early childhood service providers should develop participatory, collaborative partnerships with communities and utilize a variety of formal and informal mechanisms to facilitate community and family-centered involvement to ensure that services are delivered in a manner that is consistent with the National Standards on Culturally and Linguistically Appropriate Services and/or the National Recommendations on Cultural and Linguistic Competence for the National Association for the Education of Young Children.

Early Care and Education Provider Eligibility and Guidelines

1. Early care and education programs participating in First Things First funding quality, access and affordability opportunities are required to be regulated by any applicable State, Federal or Tribal authorities. First Things First (or when applicable, a designated administrative home) has the responsibility for monitoring and verifying that early care and education programs meet the following eligibility criteria for participation:
 - A. Provides early care and education services to children with the age range of birth through age five.
 - B. Complies with requirements of the appropriate certifying, licensing or regulatory authority or authorities and is in good standing with those authorities, and
 - C. Program demonstrates a commitment to quality by one of the following:
 - a. Is enrolled as a Quality First participant and actively working towards quality improvement, or
 - b. Is accredited by one of the 6 national accreditations recognized also by ADE and DES, or
 - c. Has applied for Quality First (improvement or rating, when available) and does not decline an opportunity to participate.

[Approved, First Things First Board, as part of the construction policy October 27, 2009]

Note 1: Those programs who have, previous to this updated policy, declined enrollment in Quality First, can reapply. If Quality First Improvement or Rating opportunity is offered and declined, from here forward, the program will no longer be eligible for funding through First Things First.

Note 2: Programs which decline enrollment in the Quality First improvement program, due to their participation in another approved quality improvement program (Arizona Self-Study, Hands on Quality -United Way Tucson Southern Arizona, and Helios Education Foundation and Valley of the Sun United Way Professional Development Project) may be allowed to participate in First Things First funding opportunities. These programs will be expected to participate in the Quality First Rating system, when available. *[Approved, workgroup 1/24/10]*

- D. As the emphasis is that providers ensure continuity of care for young children in a safe, nurturing environment, eligibility determination shall not occur more frequently than every 12 months.
- E. Providers receiving child care scholarships shall not charge more than their usual and customary rate. The scholarship and parental copayment may add up to, but not exceed, the customary rate.
- F. Child care providers shall offer scholarships to working families, families looking for work, and families engaged in high school, technical training or postsecondary education.
- G. Providers shall ensure equity in access to scholarships and practices that support the full inclusion of children with special needs.
- H. In addition to the above listed eligibility criteria, selection for provider participation shall be based on regional priorities.
- I. The number of participating providers will, by necessity, be limited due to financial constraints. Each region will set caps to enrollment based on licensure capacity.
 - a. At no time shall providers exceed the following numbers of scholarships (unless exceptional circumstances exist and a written directive from First Things First is given):
 - i. Small Family Homes: 2
 - ii. Family Group Homes 4
 - iii. Small Centers 10
 - iv. Medium Centers 15
 - v. Large Centers 20
 - b. Participating early care and education providers shall determine child eligibility and track certain activities including: attendance, enrollment requirements, and financial information. This information must be maintained in a secure and anonymous manner and be made available to First Things First assignees and designated outside observers of program activities. Random audits shall be conducted by the administrative home to assure fiscal and program accountability.
 - c. Providers serving families working nontraditional hours are to receive the same scholarships benefits as those working traditional hours with adjustments made to daily rates based on traditional care equivalents.

- d. Attendance: In instances of chronic absenteeism by a child, individual circumstances will be assessed and a decision made in conjunction with First Things First staff as to whether a scholarship will be terminated or continued due to extenuating circumstances.

Family Eligibility and Guidelines

1. Eligibility for scholarships is limited to families with incomes at or below 200 percent of the most recent Federal Poverty Level (FPL) who have children ages birth through age five and not yet in kindergarten.
 - A. Because of limited resources or to align with needs identified in their regional needs and assets report, Regional Partnership Councils may target scholarships to subpopulations within the birth through age five population such as infants and toddlers only or preschoolers only.
 - B. Families who have children with special needs are eligible and must be given equal access to child care scholarships.
 - C. Families shall complete a scholarship application, along with required verification such as proof of family income and proof of citizenship or legal residency of children.
 - D. Due to limited resources, families with a parent available to care for their children who are seeking employment are limited to part-time scholarships until they become employed for 20 or more hours per week.
 - E. Scholarships should reduce, not eliminate the parent contribution, by establishing an affordable rate for families that, ideally, would not to exceed 10 percent of their gross income.
 - F. Scholarships are not available to children in families currently receiving a DES child care subsidy. Families who are the waiting list for DES subsidized child care are eligible for scholarships but are required to accept the DES subsidy when offered. Declining the subsidy will result in the loss of any child care scholarships a family receives.
 - G. Children enrolled in part-time programs (less than 20 hours per week) may receive part-time scholarships.
 - H. The maximum number of scholarships available to any given family is two although special circumstances may warrant exceptions.
 - I. Scholarships should accommodate families working non-traditional hours.

Accountability and Documentation

1. An administrative home is used to manage the administration of child care scholarship funds.
2. Cooperation with evaluation requirements is required and includes active collaboration with the First Things First evaluation division.
3. Scholarships will be provided through a funding formula. Each enrolled provider will be assigned a specific number of scholarships targeting particular age groups of children. The formula is set based on an identified daily rate (tied to the DES Market Rate Survey) per scholarship assigned. That rate is multiplied by 250 (representing 5 days per week multiplied by 50 weeks) for a full 12 month period. Scholarships implemented for less than one year will be prorated to adjust for the number of months services are provided. For example, a daily rate of \$25 x 250 = \$6,250 annually or \$520.83 per month. A nine month scholarship would be \$520.83 x 9 months or \$4,687.50.
 - A. Although the rate is based on a set number of days, it is intended that children enrolled in programs under this funding will be enrolled and allowed to attend all of the normal days of operation.

- B. It is the intention of First Things First to update the funding formula in the future to tie scholarship amounts to quality rating.
- C. By accepting formula funding, providers benefit from receiving regular program to facilitate their day-to-day operations and ability to engage in long-term planning.
- 4. Participating providers must agree to fill all scholarship vacancies and are accountable for maintaining 90 percent enrollment, at minimum, throughout the contract period. When vacancies occur, the provider must immediately fill the vacancy with an eligible child.
 - A. In order to ensure full enrollment, each provider shall develop and maintain a waiting list to assure that eligible children enter the program as vacancies occur. The provider may wish to contact the Child Care Resource and Referral to fill vacant enrollments.
 - B. Providers that consistently fail to maintain enrollment requirements are subject to a reduction in the maximum number of available scholarships assigned to them or they may request to do so through the administrative home.
 - C. Continued underenrollment may result in the discontinuation of program participation and payment.
- 5. Programs and administrative homes are required to demonstrate practices which maximize existing resources and opportunities, such as federal and state funding.
- 6. A provider may at no time receive a scholarship for more than their customary rate. The scholarship amount alone or in combination with a parent copayment cannot exceed the provider's customary rate. Participating providers shall accept the scholarship and parent contribution as payment in full.

Scholarship Levels

Scholarships shall be set at amounts that combine a balance of the actual cost of providing care with the need to keep child care affordable for eligible families (based on the national standard that family copayments should not exceed 10 percent of gross family income whenever possible).

- A. The most recent Market Rate Survey in effect at the beginning of the fiscal year shall be used to determine the scholarship rate for each Region participating in the scholarship strategy .
- B. The scholarship amounts shall be set at a percentage of the 75th percentile of the Market Rate Survey of the regions and the appropriate provider type.

Appeals process

A fair, equitable and objective appeals process will be available to providers and families in the event of disputes. The appeals process will include third party input and will be conducted in a timely manner.

Research References

Market Rate Survey. <https://egov.azdes.gov/cmsinternet/appreports.aspx?Category=136&subcategory=426>

Lally, J. R. & Signer, S. M. Introduction to Continuity. Available at:

http://www.pitc.org/cs/pitclib/download/pitc_res/360/Introduction%20to%20Continuity.pdf?x-r=pcfile_d

Heckman, J.J. 2008. The Case for Investing in Disadvantaged Young Children. In: Big Ideas for Children: Investing in Our Nation's Future. Available at: <http://www.firstfocus.net/Download/BigIdeas.pdf>

Arizona Workforce Informer. Available at: http://www.workforce.az.gov/admin/uploadedPublications/2790_AzOccProj06-16.pdf

Minnesota Early Learning Foundation. (2009). Summary of Annual Report. Available at:

<http://www.melf.us/vertical/Sites/%7B3D4B6DDA-94F7-44A4-899D-3267CBE798B%7D/uploads/%7B3D934F12-4EAA-4BC2-9D87-55CDB858D526%7D.PDF>

Exhibit B

STANDARD TERMS DEFINED

As used in these Instructions, Special Terms and Conditions and Uniform Terms and Conditions, the terms listed below are defined as follows:

1. *"Application"* means bid, proposal, quotation or what is submitted in response to an RFGA.
2. *"Applicant"* means a person who responds to a RFGA.
3. *"Attachment"* means any item the RFGA that requires an Applicant to submit as part of the Application.
4. *"Contract"* means the combination of the RFGA, including the Instructions to Applicants, The Uniform and Special Terms and Conditions, and the Specifications and Statement or Scope of Work; the Application and any Application Clarifications; and any RFGA Amendments or Contract Amendments.
5. *"Contract Amendment"* means a written document signed by the Grants and Contracts Procurement Officer that is issued for making changes in the Contract.
6. *"Days"* means calendar days unless otherwise specified.
7. *"Exhibit"* means any item labeled as an Exhibit in the RFGA or placed in the Exhibits section of the RFGA. Exhibits are typically resource materials.
8. *"Grantee"* means any Applicant whose Application has been accepted and has been awarded a Grant with First Things First.
9. *"Grants and Contracts Procurement Specialist"* means the person, or his or her designee, duly authorized by First Things First to enter into and administer Contracts and make written determinations with respect to the Contract.
10. *"May"* indicates something that is not mandatory but permissible
11. *"RFGA"* means an a Request for Grant Application
12. *"RFGA Amendment"* means a written document that is signed by the Grants and Contracts Procurement Specialist and issued for making changes to the RFGA.
13. *"Shall, Must"* indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of an offer.
14. *"Should"* indicates something that is recommended but not mandatory. If the Applicant fails to provide recommended information, the State will evaluate the offer without the information but reserves the right to clarify the recommended information.
15. *"State"* means the State of Arizona, Early Childhood Development and Health Board also known as First Things First who executes the Contract.
16. *"State Fiscal Year"* means the period beginning with July 1 and ending June 30.
17. *"Subcontract"* means any Contract, express or implied, between the Grantee and another party delegating or assigning, in whole or in part, the furnishing of any service required for the performance of the Contract.

Exhibit C

SAMPLE CERTIFICATE OF INSURANCE

Prior to commencing services under this contract, the Grantee must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other Grantee obligations.

| | | | | | |
|--|--|-----------------|---|---------------|---------------------|
| Name and Address of Insurance Agency: | | Company Letter: | Companies Affording Coverage: | | |
| | | A | | | |
| | | B | | | |
| Name and Address of Insured: | | C | | | |
| | | D | | | |
| LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE | | COMPANY LETTER | TYPE OF INSURANCE | POLICY NUMBER | DATE POLICY EXPIRES |
| Bodily Injury Per Person Each Occurrence Property Damage OR Bodily Injury and Property Damage Combined | | | Comprehensive General Liability Form Premises Operations Contractual Independent Contractors Products/Completed Operations Hazard Personal Injury Broad Form Property Damage Explosion & Collapse (If Applicable) Underground Hazard (If Applicable) | | |
| Same as Above | | | Comprehensive Auto Liability Including Non-Owned (If Applicable) | | |
| Necessary if underlying is not above minimum | | | Umbrella Liability | | |
| Statutory Limits | | | Workmen's Compensation and Employer's Liability | | |
| | | | Other | | |

State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty- (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.

Name and Address of Certificate Holder:

Date Issued: _____

Authorized Representative: _____

Exhibit D**LINE ITEM BUDGET FOR LISTING MATCHING FUNDS**

While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. **Limit your budget line items to the budget categories and to the budget subcategories listed.**

| Budget Category | Line Item Description | Requested Funds | Matching Funds AND Source** | Total Cost |
|---|-----------------------|--|-----------------------------|------------|
| PERSONNEL SERVICES | | Personnel Services Total | | \$ |
| Salaries | | | | |
| EMPLOYEE RELATED EXPENSES | | Employee Related Expenses Total | | \$ |
| Fringe Benefits or Other ERE | | | | |
| PROFESSIONAL AND OUTSIDE SERVICES | | Professional and Outside Services Total | | \$ |
| Contracted Services | | | | |
| TRAVEL | | Travel Total | | \$ |
| In-State Travel | | | | |
| Out of State Travel | | | | |
| AID TO ORGANIZATIONS OR INDIVIDUALS | | Total Aid to Organizations or Individuals | | \$ |
| Subgrants or Subcontracts to organizations/agencies/entities | | | | |
| OTHER OPERATING EXPENSES | | Other Operating Expenses Total | | \$ |
| <ul style="list-style-type: none"> • Telephones/Communications Services • Internet Access • General Office Supplies • Food • Rent/Occupancy • Evaluation (non-contracted and non-personnel expenses) • Utilities • Furniture • Postage • Software (including IT supplies) • Dues/Subscriptions • Advertising • Printing/Copying • Equipment Maintenance • Professional Development/Staff Training • Conference Workshops/ Training Fees for Staff • Insurance • Program Materials • Program Supplies • Scholarships • Program Incentives | | | | |
| NON-CAPITAL EQUIPMENT | | Non-Capital Total | | \$ |
| Equipment \$4,999 or less in value | | | | |
| Subtotal Direct Program Costs: | | \$ | \$ | \$ |
| ADMINISTRATIVE/INDIRECT COSTS | | Total Admin/Indirect | | \$ |
| Indirect/Admin Costs | | | | \$ |
| Total | | \$ | \$ | \$ |

Exhibit E

Estimated Regional Contributions to Scholarships

| Region | Total Funding Amount |
|---|-----------------------------|
| Cochise | \$100,000 |
| Gila River | \$125,931 |
| CRIT | \$144,000 |
| Navajo/Apache | \$180,000 |
| Gila | \$150,000 |
| South Phoenix | \$800,000 |
| White Mountain Apache | \$92,400 |
| Northeast Maricopa | \$653,831 |
| Graham/Greenlee HOLD FOR Board Approval in May | \$94,000** |
| Navajo Nation | \$120,000 |
| North Phoenix | \$920,000 |
| North Phoenix | \$740,000 |
| Northwest Maricopa | \$823,875 |
| Yavapai - HOLD FOR Board Approval in May | \$800,966** |
| Central Phoneix | 3,000,000 |
| Yuma | \$500,000*** |
| Santa Cruz | \$180,000*** |

**Pending Board Approval

***Pending Regional Partnership Council and Board
Approval

**END OF REQUEST FOR GRANT
APPLICATION**

FTF-MULTI-11-0302-00